



BOSTON PARKS & RECREATION DEPARTMENT

Special Event Permit Application

1010 Massachusetts Avenue, Boston, MA 02118

Telephone : (617) 635-4505 Fax: (617) 635-3173

Thomas M. Menino, Mayor

Justine M. Liff, Commissioner

APPLICANT AND SPONSORING ORGANIZATION INFORMATION

Please complete all data as required.

NAME OF ORGANIZATION: _____

APPLICANT NAME: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

DAYTIME PHONE: (____) _____ EVE. PHONE: (____) _____ FAX#: (____) _____

CONTACT PERSON **ON SITE** DAY OF EVENT: _____ PAGER/CELLULAR: (____) _____

*Any change in the above information, please notify the Parks Department immediately.

SPECIAL EVENT INFORMATION

Complete all data as required for event of any size.

Type of Event:

☐

RUN/WALK

☐

RALLY

☐

PARADE

☐

WEDDING CEREMONY/PHOTOS

☐

FAIR

☐

CONCERT

☐

PICNIC

☐

OTHER (specify): _____

EVENT TITLE: _____

EVENT DATE(s): _____ ESTIMATED ATTENDANCE: _____

REQUESTED PARK: _____

AREA OF PARK (Describe Physical Boundaries): _____

ACTUAL HOURS OF EVENT: _____ AM/PM - _____ AM/PM

SET UP TIMES: _____ AM/PM - _____ AM/PM

TAKE DOWN TIMES: _____ AM/PM - _____ AM/PM

DESCRIPTION OF EVENT SET UP: _____

Please attach additional sheets as necessary, including plans, drawings, maps, etc.

PLEASE INDICATE WHETHER THE FOLLOWING ITEMS PERTAIN TO YOUR EVENT.

YES NO

☐☐

FOOD CONCESSION AND/OR FOOD PREPARATION AREA(S) (IF YOU INTEND TO COOK FOOD IN THE EVENT AREA)

PLEASE SPECIFY METHOD: ___ GAS ___ ELECTRIC ___ CHARCOAL ___ OTHER _____

☐☐

FIRST AID FACILITY(IES) AND AMBULANCE(S)

PLEASE INDICATE WHETHER THE FOLLOWING ITEMS PERTAIN TO YOUR EVENT. (continued)

YES NO

- ☐ ☐ TABLE(S) AND/OR CHAIR(S)
- ☐ ☐ FENCING, BARRIER(S) AND/OR BARRICADE(S)
- ☐ ☐ GENERATOR(S) AND/OR SOURCE(S) OF ELECTRICITY See Facility Services section below.
- ☐ ☐ CANOPY(IES) AND/OR TENT(S)
- ☐ ☐ BOOTH(S), EXHIBIT(S), DISPLAY(S) AND/OR ENCLOSURE(S)
- ☐ ☐ SCAFFOLDING, BLEACHER(S), PLATFORM(S), GRANDSTAND(S) OR RELATED STRUCTURE(S)
- ☐ ☐ VEHICLE(S) AND/OR TRAILER(S)
- ☐ ☐ TRASH CONTAINER(S) AND/OR DUMPSTER(S)
- ☐ ☐ PORTABLE TOILET(S) If yes, please indicate company providing units: _____
- ☐ ☐ STAGE(S) Please include dimensions.
- ☐ ☐ ENTERTAINMENT Please describe: _____
- ☐ ☐ SPECIAL LIGHTING
- ☐ ☐ AMPLIFIED SOUND If yes, please indicate START TIME: _____ and END TIME: _____
City of Boston ordinance requires that noise levels not exceed 70 decibels between 7:00 am and 11:00 pm in a residential or commercial zone. Note: the Boston Common Management Plan requests that there be no amplified sound on Boston Common before 10:00 am except for purposes of sound check.
- ☐ ☐ INFLATIBLE DEVICE(S), AMUSEMENT(S)
- ☐ ☐ BANNER(S)
- ☐ ☐ WILL THE EVENT BE ADVERTISED? HOW? _____
Please note that you cannot advertise your event prior to approval.
- ☐ ☐ OTHER _____

PLEASE NOTE THAT ALL COMPONENTS OF EVENT ARE SUBJECT TO PARKS DEPARTMENT APPROVAL AND MAY REQUIRE APPROVAL BY AND/OR PERMITS FROM OTHER CITY AGENCIES. PARKS DEPARTMENT APPROVAL DOES NOT CONSTITUTE PERMISSION FROM OTHER AGENCIES. EVENTS THAT IMPACT OTHER CITY AGENCIES WILL BE REFERRED TO CITY-WIDE PERMIT COMMITTEE. IT IS THE RESPONSIBILITY OF THE APPLICANT TO SECURE ALL NECESSARY CITY OF BOSTON PERMITS.

FACILITY SERVICES

DESCRIBE YOUR PLAN FOR CLEAN-UP AND REMOVAL OF WASTE AND GARBAGE DURING AND AFTER THE EVENT:

Please attach additional sheets if necessary.

A MAINTENANCE DETAIL MAY BE REQUIRED BY THE PARKS DEPARTMENT.

YES NO

- ☐ ☐ WILL YOU PROVIDE FOR YOUR OWN ELECTRICAL NEEDS VIA A GENERATOR?
- ☐ ☐ IF NO, THE PERMIT APPLICANT MUST SUPPLY, IN WRITING, THE ELECTRICAL REQUIREMENTS FOR THE EVENT, TO BE REVIEWED BY THE PARKS DEPARTMENT ELECTRICIAN. IF APPROVED, A \$120.00 UTILITY AND CONNECTION FEE MUST BE PREPAID. **PLEASE NOTE:** UTILITY AND CONNECTION FEE COVERS ACCESS TO CITY OF BOSTON POWER, CONNECTION TO CITY OF BOSTON POWER AND SUPPLY OF CITY OF BOSTON POWER ONLY. ALL OTHER CONNECTIONS, SUPPLIES AND EQUIPMENT ARE THE RESPONSIBILITY OF THE APPLICANT.

APPLICANT IS RESPONSIBLE FOR SECURING ALL REQUIRED CITY OF BOSTON PERMITS.

SPONSORS / VENDORS

If your event includes sponsorship or vending activity, please complete the following information. Fees are required for all promotional and/or vending activities.

Products/Services to be offered or advertised: _____

Describe how products/services will be displayed or promoted: _____

Provide a full list of sponsors/vendors who intend to participate and how many locations each sponsor/vendor will occupy at the event: _____

Is the benefiting organization(s) a for-profit or not-for profit organization? _____

Please provide the organization(s)' 501(C)(3) identification number: _____

It is prohibited to solicit funds or collect contributions within or adjacent to any park area unless authorized by the Parks Department and/or Parks and Recreation Commission.

Additional information may be required. Please note that all vending is subject to M.G.L. c.45, City of Boston ordinances, and other applicable regulations.

VOLUNTARY PROPERTY USE DONATION

Donations are accepted for the use of Boston Parks and Recreation Department property. Contributions support a broad array of recreational activities for residents and visitors of all backgrounds and help to maintain 2,200 acres of parkland. Donations to the "Fund for Parks and Recreation" are tax-deductible.

Would you like to make a Voluntary Property Use Donation to the Fund for Parks and Recreation? ____Yes ____No

For events with 500 or more attendees, please see attached Voluntary Property Use Donation form. For other events, checks may be made payable to the "Fund for Parks and Recreation" and may be submitted with your application.

SAFETY/SECURITY

PLEASE DESCRIBE YOUR PLAN FOR CROWD AND VEHICULAR CONTROL. PLEASE INCLUDE ESTIMATED NUMBER OF VEHICLES NEEDED FOR SET-UP AND/OR BREAK-DOWN OF YOUR EVENT. (Attach additional sheets if necessary.)

PLEASE NOTE THAT THE PARKS DEPARTMENT MAINTAINS STRICT LIMITATIONS ON VEHICULAR ACCESS IN ORDER TO PRESERVE IDENTIFIED SENSITIVE AREAS OF THE PARK SYSTEM.

YES NO

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | WILL YOU REQUIRE SPECIAL SECURITY FOR ANY EVENT-RELATED EQUIPMENT BEFORE, DURING OR AFTER YOUR EVENT? |
| <input type="checkbox"/> | <input type="checkbox"/> | WILL YOU REQUIRE ANY SPECIAL ACCESS FOR INDIVIDUALS WITH DISABILITIES, VIP's, CONTRACTORS, ETC.? |
| <input type="checkbox"/> | <input type="checkbox"/> | DO YOU HAVE A FIRST AID PLAN FOR THE EVENT? IF YES, PLEASE DESCRIBE, INCLUDING NUMBER AND LOCATIONS OF FIRST-AID STATIONS, STAFFING PLAN, ETC. _____ |

Please attach additional sheets if necessary.

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | WILL THERE BE CASH TRANSACTIONS AT THE EVENT? |
|--------------------------|--------------------------|---|

PLEASE NOTE THAT ALL SAFETY AND SECURITY PLANS ARE SUBJECT TO APPROVAL BY THE PARKS DEPARTMENT AND OTHER RELEVANT CITY DEPARTMENTS.

A BOSTON PARK RANGER DETAIL MAY BE REQUIRED BY THE PARKS DEPARTMENT.

INSURANCE REQUIREMENTS

EVIDENCE OF INSURANCE WILL BE REQUIRED BEFORE FINAL PERMIT APPROVAL. PLEASE PROVIDE A CERTIFICATE OF INSURANCE WHICH SHOWS A MINIMUM OF \$1 MILLION IN COMMERCIAL GENERAL LIABILITY INSURANCE AND A POLICY ENDORSEMENT WHICH INDEMNIFIES AND HOLDS HARMLESS THE CITY OF BOSTON, BOSTON PARKS AND RECREATION DEPARTMENT AND THE BOSTON PARKS AND RECREATION COMMISSION. SOME EVENTS MAY REQUIRE A HIGHER LIMIT OF INSURANCE. ADDITIONALLY, PERMITTEE MUST LIST THE AFOREMENTIONED PARTIES AS ADDITIONAL INSURED ON THEIR CERTIFICATE OF INSURANCE. EACH EVENT IS EVALUATED ON ITS RISK EXPOSURE. THE CITY OF BOSTON IS NOT RESPONSIBLE FOR ANY ACCIDENTS OR DAMAGES TO PERSONS OR PROPERTY RESULTING FROM THE ISSUANCE OF THIS PERMIT.

BOND REQUIREMENTS

CASH BOND OR DEPOSIT MAY BE REQUIRED TO COVER SERVICE EXPENSES AND/OR POTENTIAL DAMAGE TO PROPERTY.

THE BOSTON PARKS AND RECREATION DEPARTMENT RESERVES THE RIGHT TO SHUT DOWN OR CANCEL THE EVENT AT ANY TIME PRIOR TO THE SCHEDULED STARTING TIME DUE TO INCLEMENT WEATHER OR ANY OTHER REASON THE DEPARTMENT DEEMS TO BE IN THE BEST INTEREST OF THE FACILITY. IF THE EVENT IS POSTPONED OR CANCELLED BY THE APPLICANT LESS THAN 24 HOURS BEFORE THE SCHEDULED STARTING TIME, THE APPLICANT WILL BE RESPONSIBLE FOR THE PAYMENT OF ALL DETAILS THAT WERE PUT IN PLACE FOR THE EVENT. THE REMAINDER OF BOND MONEY WILL BE REFUNDED TO APPLICANT.

IF AT ANY TIME THE EVENT IS IN VIOLATION OF ANY OF CITY OF BOSTON ORDINANCE, THE PARKS DEPARTMENT RESERVES THE RIGHT TO SHUT DOWN OR CANCEL THE EVENT.

RULES AND REGULATIONS

1. The City of Boston is not responsible for any accidents or damages to persons or property resulting from the issuance of this permit.
2. The consumption, or being under the influence, of alcoholic beverages is not permitted on Parks Department property.
3. The bearer of a permit is required to remove or place in the proper receptacles any litter which has been caused by participants and/or spectators at the event.
4. Motor vehicles are not allowed on Parks Department property. Violators will be towed.
5. The bearer is responsible for ensuring that all participants and spectators abide by all above regulations.
6. The City of Boston reserves the right to suspend and/or reschedule assigned events.
7. Failure to utilize this permit on the designated dates and times will result in revocation of the permit.
8. This permit is subject to all rules, regulations, ordinances and statutes pertaining to Parks property.
9. The bearer is required to possess the issued permit on site during event times.
10. The applicant is required to defend and indemnify the City of Boston, the Boston Parks and Recreation Department and the Boston Parks and Recreation Commission for any and all liabilities, lawsuits, or losses as a result of the applicant's use of the park.

VIOLATION OF ANY OF THE ABOVE RULES AND REGULATIONS WILL RESULT IN THE REVOCATION OF THIS PERMIT.

AFFIDAVIT OF APPLICANT

EVERYTHING THAT I HAVE STATED ON THIS APPLICATION IS CORRECT TO THE BEST OF MY KNOWLEDGE. I HAVE READ, UNDERSTAND, AND AGREE TO ABIDE BY THE POLICIES AND RULES AND REGULATIONS LISTED ON THIS FORM AS THEY PERTAIN TO THE REQUESTED USAGE. BY SIGNING THIS APPLICATION, THE APPLICANT AGREES TO FOLLOW ALL RULES AND REGULATIONS. THE PERMIT, IF GRANTED, IS NOT TRANSFERABLE AND IS REVOCABLE AT ANY TIME AT THE ABSOLUTE DISCRETION OF THE PARKS DEPARTMENT AND/OR PARKS AND RECREATION COMMISSION. ALL PROGRAMS AND FACILITIES OF THE BOSTON PARKS AND RECREATION DEPARTMENT ARE OPEN TO ALL CITIZENS REGARDLESS OF RACE, SEX, AGE, COLOR, RELIGION, NATIONAL ORIGIN OR HANDICAP.

NAME OF APPLICANT: _____
(print)

SIGNATURE: _____ DATE: _____